

LAKE COUNTY LAND REUTILIZATION CORPORATION

MAINTENANCE GUIDELINES

Generally, the Lake County Land Reutilization Corporation (Land Bank) will work with qualified end-users, community-minded neighbors, and others to return a property to productive, private ownership as soon as possible. However, the Land Bank may acquire parcels that will require regular maintenance for extended periods of time while end-users are solicited.

The Land Bank's resources are best used to identify an end-user who will take title to the property and return it to productive use. With this in mind, the Land Bank will attempt to achieve an appropriate balance between necessary maintenance and the efficient use of its resources. These guidelines include, but are not limited to, the following:

MAINTENANCE PROCEDURES

A. Property Maintenance

1. When the land bank acquires an improved property that will be held and/or rehabilitated or when the Land Bank acquires a vacant lot without a designated end-user, the parcel shall be considered a Maintenance Property.

B. General Maintenance

1. The Land Bank will seek qualified vendors for all maintenance necessary on the property for the duration of the Land Bank's ownership.
2. To use resources most efficiently, the Land Bank will prioritize maintenance partnerships with public-sector vendors or not-for-profit organizations whenever possible.
3. When necessary, the Land Bank may solicit bids from private vendors in order to meet its maintenance needs. A request for proposals of this nature may include a block of properties or properties on an individual basis.

STANDARDS

- A. For all newly acquired improved properties the Land Bank will require the vendor to:
 - 1. Remove all trash and debris
 - 2. Change locks
 - 3. Secure the property
 - 4. Terminate all utilities
 - 5. Winterize (when necessary)
- B. For all newly acquired vacant lots the Land Bank will require the vendor to:
 - 1. Remove all trash and debris
 - 2. Mow grass and/or weeds
- C. Ongoing maintenance will include:
 - 1. Removing debris from porch, steps, yard and driveway
 - 2. Re-securing the property if necessary
 - 3. Mowing of lawns on an as needed basis
- D. When maintenance is provided by the municipality, maintenance schedule will be coordinated with the municipality's existing maintenance schedule.